



“Rise Up, Step Up, Speak Up”

Department of Personnel Management

DATA CLEANSING FORUM

29th April - 1st May



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FORUM OVERVIEW



Overall Aim & Objective

- Understand the roles and responsibilities in the data cleansing exercise
- Identify issues in the Integrated HR Payroll system (IHRPS)
- Consult with agencies to give a clear direction on the Data Cleansing Strategy
- Collate and consolidate all issues

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Expected Outcomes

- Data Integrity is maintained
- Accurate Data for accurate workforce planning.

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Project Update

4 PHASES OF THE PROJECT

- 1. Mobilisation** (Purchase of V22; Consultancy Service Agreement Implementation Plan & Project Charter, Established Working Teams, purchase of dedicated file server)
- 2. Installation** (Installation Part 1 *Installation Part 2 (LAN), Server Scope and Audit, Technical Assessment, Preps for technical assessment of the upgrade*)
- 3. Configuration** (Currently in phase 3) (Client focused (MBPA, MBPHA, DPM), Data Cleansing); Position Cleansing; Employee Cleansing; Position loads, New Hires etc)
- 4. Training** User access,

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Where are we?

Phase 3 Configuration

- (Currently in phase 3) (Client focused)(MBPA, MBPHA, DPM)

Targets:

- 1) WSS (Automation of workflows);
- 2) GO automation (General Order 3);
- 3) Position Cleansing; Employee Cleansing;
- 4) Termination Calculator (Offline Process, Leave Records, Target Years for leave update)

Outline specific tasks for targeted areas (Work Plan / Schedule of activities), Determine policy base (Applicable GO's), Relevant Policy Documents (GO 5th edition, HR BP Manual)



What is the approach

- Data cleansing to be the first activity.
- Ensure agencies are equipped with the correct information and are guided on how to carry out respective activities.
- Use the workshop to discuss issues and come up with solutions/way forward.

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Targets

1. Unattached Employees
2. Abolishment of all Unattached Positions on the Ascender Pay IHRP System.
3. Cleansing and Loading of Positional Sector Codes, Ward Codes, LLG Codes, District Codes for Workforce Reporting Purposes and Cleansing out of Position GL Accounts.

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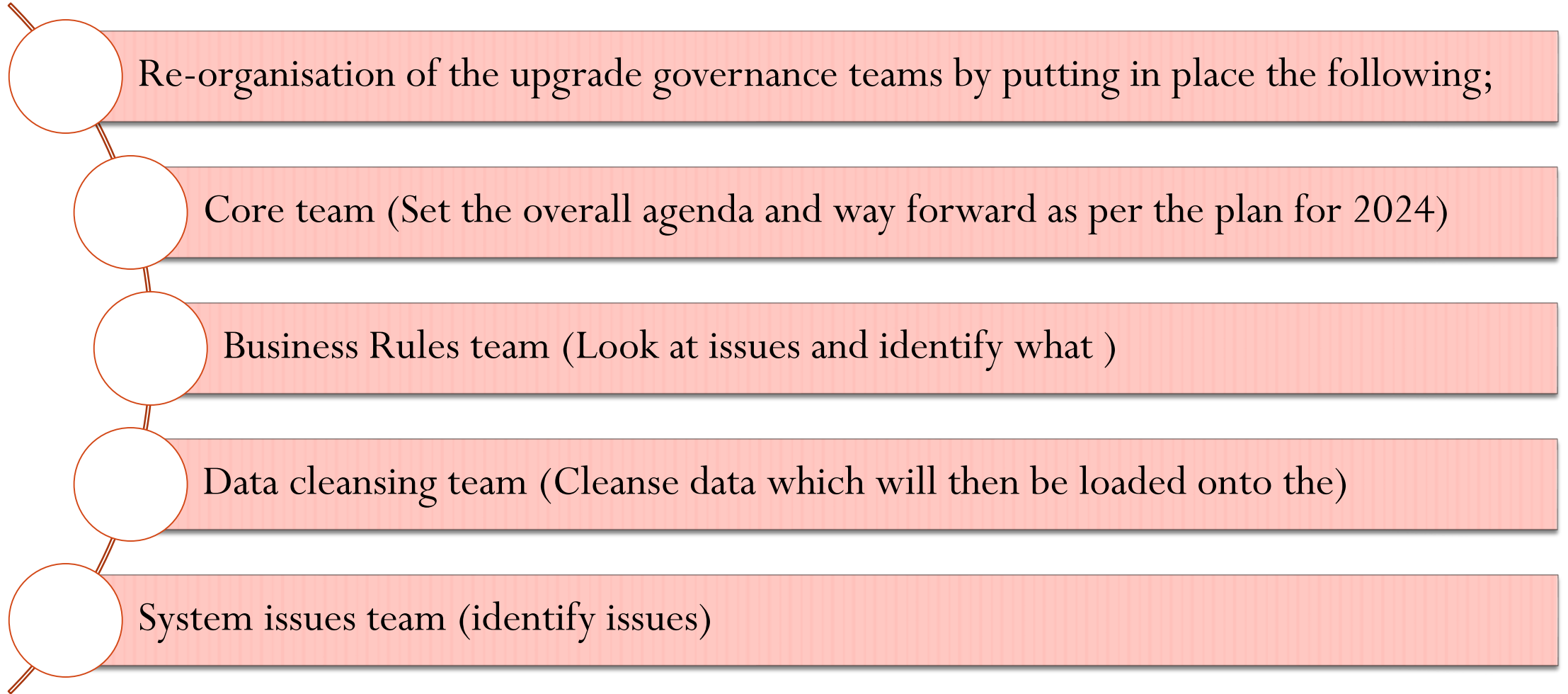
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2024 APPROACH

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Re-organisation of the upgrade governance teams by putting in place the following;

Core team (Set the overall agenda and way forward as per the plan for 2024)

Business Rules team (Look at issues and identify what)

Data cleansing team (Cleanse data which will then be loaded onto the)

System issues team (identify issues)



2024 Outlook

- Teams have commenced assigned tasks
- Data cleansing team (dedicated team)
- Work Shop 1
- Forum for Agencies
- Consultative Sessions

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Direction

Issues team

Identify issues surrounding existing system rules, controls, report types, codes, mandatory fields, mandatory data, user access rules, fields, manual processes and features - monitoring environment, testing environment/site, training environment, employee portal, reports accessibility and recommend appropriate actions



What do we want to achieve?

- A clear sense of direction
 - Data cleansing team

Identify issues surrounding existing system rules, controls, report types, codes, mandatory fields, mandatory data, user access rules, fields, manual processes and features - monitoring environment, testing environment/site, training environment, employee portal, reports accessibility and recommend appropriate actions

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What do we want to achieve

- ❑ Business Rules
 - *Identify Policy Gaps*
 - *Address Identified Issues*
 - *Review or create new GOs relating to Payroll*
 - *Review the 'Grey Areas' in the GOs and strengthen these areas*
 - *Automation Strategy*
 - *Configure Business Rules*

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THANK YOU !!